

Maryland Heritage Areas Authority Emergency Grants Policy
Revisions approved April 29, 2011

Eligibility Requirements

The Maryland Heritage Areas Authority (MHAA) will consider applications by local jurisdictions and non-profit organizations for grant funds outside of a regularly scheduled grant round to help meet unanticipated or emergency needs that arise because of unpredictable or unforeseen situations that necessitate an immediate need for heritage tourism development activities, **or** to assist activities that provide a special opportunity to engage in heritage tourism development activities within a narrow time frame.

Grant applications must demonstrate that the need for the activity was unanticipated at the time of the previous application round, explain the reasons why the activity cannot wait until the next grant round; **or**, show that a situation has occurred since the last grant round which necessitates an immediate need for heritage tourism development activities.

Application Requirements

Applicants must complete and submit the applicable current MHAA Grant Application form and all required additional supporting information specified in the application instructions or requested by MHAA.

Evaluation of Applications

Evaluations of applications by Certified Heritage Areas (CHA) and MHAA shall take into consideration the following:

- the eligibility requirements contained in this Emergency Grant Policy;
- the “Project Selection Criteria” included in the current, applicable MHAA grant application instructions; and
- the unanticipated, emergency, or urgent nature of the activity.
- Where the application would rank when compared to the rankings of all applications submitted in the previous regularly scheduled grant round.

Submission of Applications

Except for activities that will occur in two or more CHAs (“Multi-Heritage Area projects”), applications shall be submitted to the local CHA management entity where the activity will occur. As soon as practicable, the CHA management entity shall forward a copy of the application to MHAA staff.

In accordance with regulations for the Maryland Heritage Areas Grant Program (COMAR 14.29.02.04), CHA management entities shall evaluate emergency grant applications as follows:

1. Applications from local jurisdictions will be evaluated by the CHA management entity which shall within 30 days of receipt of the application forward its comments to MHAA. If the CHA management entity fails to forward comments to MHAA within 30 days of receipt of the application, MHAA may complete its evaluation of the application and determine whether to approve, approve with conditions, or disapprove the application.

2. Applications from non-profit organizations will be evaluated within 30 days of receipt of the application by the CHA management entity which must authorize submission of the application to MHAA. Determinations by the CHA management entity regarding whether to authorize submission of an application to MHAA shall be based on the activity's compliance with the eligibility requirements of this policy, the "Project Selection Criteria" included in the current, applicable MHAA grant application instructions, and an evaluation of the unanticipated, emergency, or urgent nature of the activity.

a. If the CHA management entity authorizes submission of the application, it shall as soon as practicable forward a letter of authorization and its comments to MHAA. If the CHA management entity fails to forward a letter of authorization and comments to MHAA within 30 days of receipt of the application, MHAA may complete its evaluation of the application and determine whether to approve, approve with conditions, or disapprove the application.

b. If the CHA management entity declines to authorize submission of the application, it shall as soon as practicable notify MHAA and the grant applicant in writing, including the reasons it declined to authorize submission of the application.

3. Applications for Multi-Heritage Area projects must be submitted directly to MHAA. In accordance with its "Policy for the Submission and Review of Maryland Heritage Areas Authority Grant Applications for Projects Involving Two or More Certified Heritage Areas," MHAA will distribute copies of the application to all CHAs within which project activities will occur for CHA review and comments. CHA management entities shall forward their comments to MHAA within 30 days of receipt of the application from MHAA. Failure to forward comments to MHAA within 30 days of receipt of the application from MHAA shall be deemed by MHAA to constitute CHA support of the application.